

**KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING**

**AGENDA**

**AGENDA**

**AGENDA**

**DATE: January 21, 2020**

**TAX APPEAL: Delisle v Town of Rome**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: January 7, 2020**

**REPORTS:**

**COUNTY ADMINISTRATOR**

**HUMAN RESOURCES**

**TREASURER**

**INFORMATION TECHNOLOGY**

**DEEDS**

**DISTRICT ATTORNEY**

**E.M.A.**

**FACILITIES**

**PROBATE**

**SHERIFF'S OFFICE/CORRECTIONS**

**PROJECT UPDATES:**

**OLD BUSINESS**

- 1) Signature for approval of County Warrants
- 2) New hire and termination change of status forms for approval.

**NEW BUSINESS**

Discussion of the audit with the Finance Director

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**Motion and second to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue.**

**ADJOURNMENT**

## Commissioners Minutes

January 7, 2020

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Chief Morin, Lt. Read, Richard Wurpel, Jail Captain, Lt. Bryan Slaney, Sean Goodwin, EMA Director, Beverly Bustin-Hatheway, Register of Deeds, Devon Parsons, IT, James Saucier, Facilities Maintenance, Tracie Lesperance, Finance/HR Assistant, DA's Office, Maeghan Maloney, District Attorney,

**Absent:** Dave Hawke, IT, Kathy Ayers, Register of Probate, Cynthia Ferguson, Finance Director, Sheriff Ken Mason

|                             | Discussion  | Action  |
|-----------------------------|---|---|
| <b>Call to order</b>        | 12:00 pm  |   |
| <b>Minutes</b>              | Motion and second to accept the minutes of December 17, 2019  | 3 in favor 0 opposed  |
| <b>County Administrator</b> | <p><b>Robert Devlin County Administrator:</b> The negotiations on the deputies' contract went very well, so we will need to vote on your approval.</p> <p>The idea of working with the Solar Farm working with Augusta is back on the table. I will talk with the folks at the Solar Farm and get some more information from Ralph.</p> <p>We did get an oil tank bid, just one bid, and we are evaluating that. We are meeting with our engineer on Thursday to evaluate that bid and options.</p> <p>Departments have gotten their requests to start working on their budgets to submit them soon.</p> <p>In another month or so, we will be starting to announce caucuses for the budget committee. Last year we had a lot of members and it went very smoothly.</p> | <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> |
| <b>Human Resources</b>      | <p><b>Terry York, Assistant County Administrator:</b> EMA has submitted their budget; I am hoping that the other departments will soon be submitting theirs.</p> <p>I've done a couple new orientations at the jail, and we have had</p>  | <p>Update</p> <p>Update</p>   |

|                         | Discussion  | Action  |
|-------------------------|---|---|
|                         | <p>one rehire at the jail.</p> <p>Felicia Poulin, who was the Records Clerk at the jail has resigned. She accepted a position at the CMP call center. We have posted her position in house,</p> <p>We have one paid intern at the jail.</p> <p>The Budget Committee had approved a 20- hour position, along with a grant from Pine Tree Legal for a Victim Witness Advocate at the DA’s office, We lost the grant, and the person who was in that position stayed on for the 20 hours a week, however, she has since given her notice. She has taken a position down in Scarborough. We posted for that position as well.</p> <p>The Register of Probate has been without a deputy, so we have also advertised for that position as well.</p> <p>All of the open enrollment forms have been sent to the Health Trust, and everyone should be enrolled now.</p> <p>We do have the tax appeal for Mr. Delisle to hear at the next meeting, January 21<sup>st</sup>, at 10:30am.</p> | <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> |
| <p><b>Treasurer</b></p> | <p><b>Richard Davies, Treasurer:</b> Cindi is out sick; she has been for a number of days. We are unsure of when she will be able to return. The cash position is \$7.9 million and a little over \$2 million in the investment pool; just a little under \$10 million in hand.</p> <p>The warrant today is a little under \$140K; the major items are Deeds Surcharge for a little over \$30K, Jail food for a little over \$25K, \$10K for jail legal services, and all over is a little under \$74K.</p> <p><b>Nancy Rines, Commissioner:</b> Where are we at with the audit?<br/> <b>Richard Davies, Treasurer:</b> I am unsure about that; Cindi was working on that and I have not had a chance to speak with her</p>   | <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>               |

|                               | <b>Discussion</b>   | <b>Action</b>                      |
|-------------------------------|---|------------------------------------|
|                               | regarding it, since she has been out. <b>Nancy Rines, Commissioner:</b> Maybe we should put it on the Agenda for the next meeting to talk to Cindi regarding where we are at in the process.  |                                    |
| <b>Deeds</b>                  | <b>Beverly Bustin-Hatheway, Register of Deeds:</b> We are \$81K over last year for the six months. This time last year, we had 16,000 documents, this year we have over 17,000 documents.   | Update                             |
| <b>District Attorney</b>      | <b>Maeghan Maloney, District Attorney:</b> We have been very busy; I am sure you have read in the paper that we have had some cases we don't usually see in this area and that is very upsetting to have drive by shootings. We are taking it very seriously. Frank Griffin has the police shooting case, and has been working very hard on that; the defendant's bond is set a \$1million, and will be staying in jail.<br><br>Terry may have already mentioned this, but we have a part time legal secretary position that is open because we have a person who just gave her notice. | Update<br><br>Update<br><br>Update |
| <b>EMA</b>                    | <b>Sean Goodwin, EMA Director:</b> Work on the Counties EOC in the basement is moving along. 90% of the wiring is done. Jim and Jason did a super job on the new floor. New paint and molding really dressed up the place.<br><br>Training with IMAT, CERT and the Haz-Mat teams is back online now that the holidays are behind us.<br><br>There will be a full load test on the Hill House backup generator on Monday Jan. 13 from 7:00am to 9:00am.  | Update<br><br>Update<br><br>Update |
| <b>Facilities</b>             | <b>James Saucier, Facilities Maintenance:</b> I am pretty much done with the project downstairs; I am just waiting on a few things, Devon needs to finish up his stuff down there.<br><br>I will be putting in three metal doors and frames downstairs because the ones that are there are rotten and need to be replaced.  | Update<br><br>Update               |
| <b>Information Technology</b> | <b>Devin Parsons, IT:</b> Everything is going smooth; we did have a minor incident last on Monday with IMC where someone accidentally changed IMC to be part of Gardiner PD for   | Update                             |

|                             | <b>Discussion</b>   | <b>Action</b>   |
|-----------------------------|---|---|
|                             | everything. The system was down for about two hours. In the five years that I have been working with IMC, I have never had this issue, so it was a good learning experience.  |   |
| <b>Probate</b>              | <b>Kathy Ayers, Register of Probate:</b> Absent   |   |
| <b>Sheriff/Corrections:</b> | <p><b>Chief Morin, Corrections:</b> Staffing is not bad at the jail; it has never been perfect. We seem to have more people working in the summer; this time of year, we are hurting for staff. What is really encouraging to me is that we have had a number of people quit to take other jobs, and they are coming back to the jail.</p> <p>I was just looking at the numbers for the budget; we should be at 53 percent spent, and we are at 52.</p> <p><b>Lt. Read, Law Enforcement:</b> We are currently at full staff with the exception of one person who is deployed to Jordan. On Monday, deputy Madore is going to be transferring to MRS; however, we have someone in mind, part time deputy Lynch has requested to go full time.</p> <p>Patrol did vote to accept the contract, and part of that, we have been discussing a new schedule for them called a two-two-three; more or less they are going to be working 12 hour shifts and work two shifts, have two off, work two shifts and have three off. Essentially, what it does is, it helps us give more coverage; closer to 24 hour coverage. The benefit for the deputies is that they actually gain 27 more days off per year. For those who like to work overtime, it is great, they will have more opportunities; for those who like to spend more time with their families, they get to have more time with them. It allows us to have better coverage in the long run.</p> <p>We are also looking to hire a new deputy, officer Brandon Van Wyck from the jail had applied. He initially was going to be part time, but since we have an opening, he will be full time. We are not looking to pull him out of the jail just yet, because of staffing, but it's probably going to be in the next two or three weeks.</p> | <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> |

|  | Discussion   | Action  |
|--|--|---|
|  | <p>I've been working on getting a couple of estimates for a rolling archives unit for our evidence room. The Sheriff requested when I first came on that I overhaul the evidence room since it is in dire need. W.B. Mason donated a rolling archive unit to the County that a library down in Portland had ordered, but didn't want. It is a \$15K unit, so we had Jimmy drive down to pick it up; definitely worth the trip! That will save us a lot of money in the long run. We will start emptying out the evidence room in the Spring.</p> <p>I spoke with Verizon Technologies last Thursday, and he plans on coming sometime in January to finish the project of connecting our towers that we currently have. We will have four tower sites; all the exterior work was done before the snow came, so now we just have the interior work. Once we switch over, we will be digital.</p> <p>There was an incident on the interstate, it was shut down due to a suicidal subject. That originally came to us as a complaint about 4:30am from Vassalboro. Augusta PD located the vehicle in Augusta, stopped it on the 113 on ramp on I-95. The State Police Tactical team did respond; it did not have a good outcome. The subject did end of taking his own life. I am at a bit of odds with the Kennebec Journal because I won't release the individuals name, age and address. I have been doing this long enough that I can recite Title 16 for them; I'm not going to release it; it warrants an unwanted invasion of privacy to the family.</p> <p><b>Chairman Patsy Crockett:</b> How is the maximum over time that our people at the jail get? <b>Chief Morin, Corrections:</b> This has been a discussion that we've had at the MSA meetings, the Sheriffs have talked about it. Some of the discussions we've had are the idea of putting a couple of cots at the jail. We've got people who work 16 hours and live an hour or more away, and then have 8 hours off, and then come back to work. With the drive time, and whatever needs to be done at home, they are not getting enough off time to recoup. If we can provide something</p> | <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> |

|                                      | <b>Discussion</b>   | <b>Action</b>        |
|--------------------------------------|---|----------------------|
|                                      | for them so they can sleep, and shower at the jail, that is the step in the right direction. Some of the experts have said that no more than 11- hour shifts is optimal. Many of us have worked 16- hour shifts and have been fine. We've had some proactive discussions trying to make things better and safer for the corrections officers, especially this time of year. |                      |
| <b>Project Updates</b>               | None at this time   |                      |
| <b>Old Business/ Follow Up Items</b> |   |                      |
| <b>Warrants</b>                      | January 7, 2020   | Signed               |
| <b>Change of Status</b>              | New hire, termination, step increases   | Signed               |
| <b>New Business</b>                  | 20-01) Motion and second to reappoint Sean Goodwin as EMA Director  | 3 in favor 0 opposed |
|                                      | 20-02) Motion and second to ratify the deputy's contract from July 1, 2019 to June 30, 2022   | 3 in favor 0 opposed |
|                                      | 20-03) Motion and second to extend the Aramark contract for one year  | 3 in favor 0 opposed |
| <b>Executive Session</b>             |   | No Action Taken      |
| <b>Miscellaneous</b>                 | None at this time   |                      |
| <b>Adjournment</b>                   | Adjourned at 12:30 pm   | 3 in favor 0 opposed |

Terry York, Assistant Administrator